

Electronic Plans Management Training

Submitting a Revision to Approved Plans
(RTAP) Application & Uploading Drawings



Submitting a Revision to Approved Plans Application (RTAP)





The Electronic Plan Management system (EPM) is an online tool designed to allow architects, engineers, and designers the ability to oversee their projects as they go through the plan review and permitting process. All pertinent information related to the project is visible on the dashboard, with real time updates. The web address is:

<http://epm.mecklenburgcountync.gov>

Submitting a Revision to Approved Plans Application (RTAP)



**Mecklenburg County, NC**
Electronic Plan Management



Manage Your Projects Online

This application has features that allows you to submit Building Plan and County Land Development applications online and provides real-time tracking of your project as it progresses from submission to approval.

Building Construction Plans

Welcome to Mecklenburg County Code Enforcement. For more information on submitting plans for review click [here](#).

2012 North Carolina State Building Codes will go into effect on June 1, 2012. Projects designed under the 2009 Codes will need to be completed and permitted by May 31, 2012. For more information regarding the code transissions, please visit our [website](#).

- [Link to Building Construction Web Page](#)
- [FAQ](#)
- [Glossary](#)
- [User Guide](#)

County Land Development Plans

Mecklenburg County's Land Development Electronic Plan Management (EPM) system is an easy-to-use web application designed for developers and County / Town staff to automate the electronic plan submission, intake, routing, review and management of plans.

EPM will help both developers and staff to operate more efficiently through:

1. The electronic submission of civil drawings / plans, applications, forms and accompanying documents.
2. Online tracking of the development process by both developers and County / Town staff.
3. Automatic monitoring and routing of reviews between staff.
4. Electronic notifications to developers with comments and plan mark-ups.
5. The identification for supervisors of overdue tasks.

- [Link to Mecklenburg County Land Development Web Page](#)
- [County Land Development Frequently Asked Questions \(FAQ's\)](#)
- [Glossary](#)
- [Customer User Guide](#)

Sign In

Username:

[Forgot User Name?](#)

Password:

[Forgot Password?](#)

Don't have a company account?
[Create Company Account Now](#)

On the log in page, log into your account.

Submitting a Revision to Approved Plans Application (RTAP)



Mecklenburg County, NC
Electronic Plan Management

Welcome Grady Smith | Smith Design Firm | [Sign Out](#)

EPM Dashboard

Home | Open Actions | Active Projects | Building Plan Permits Not Issued | Search

Information

Key Code Adoption Dates / Important New Improvements beginning Monday, February 14, 2011

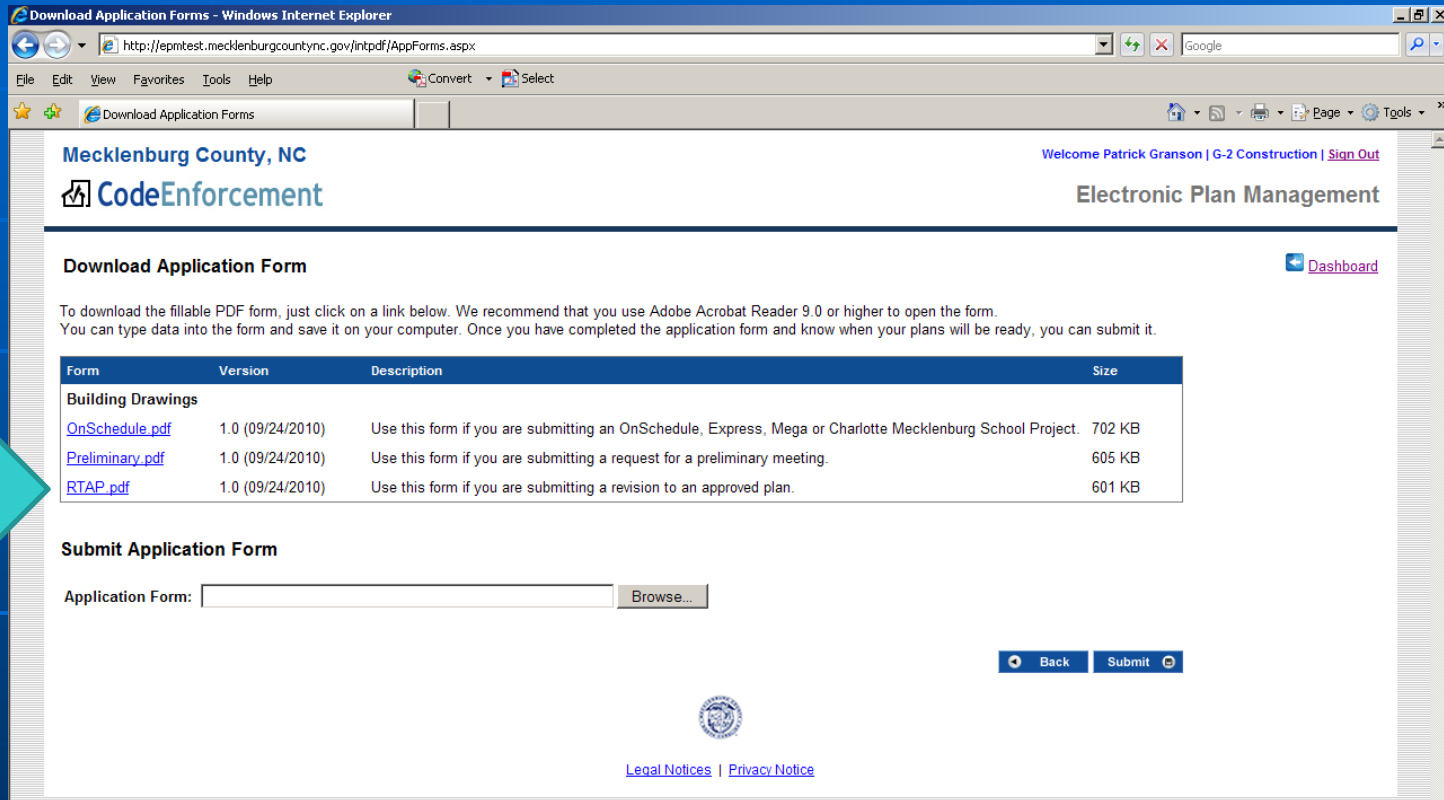
The key code adoption dates and transition periods are: The 2011 Electrical code will go into effect on September 1, 2011 with no transition period. Any new projects submitted after September 1, 2011 will need to be designed utilizing the 2011 Electrical Code. The Building, Fire, Plumbing, Mechanical and Fuel Gas codes will go into effect on September 1, 2011 with a transition period until March 1, 2012. Any new project submitted after March 1, 2012. During the transition period of September 1, 2011 - March 1, 2012, either code may be applied to a project design. The Residential and Energy codes will go into effect January 1, 2012 with a transition period effective until March 1, 2012. On Monday, February 14, 2011, the Electronic Plan Management system will receive two system upgrades that will directly affect the way customers interact with the system. 1. Customers have always had the opportunity to accept or reject tentatively scheduled review dates. With the system upgrade, customers who choose to decline the tentatively scheduled review date will be able to search for a different date from their dashboard. The customer can decline the date, enter their preferred review date and the Electronic Plan Management system will search for the next available date that meets the needs of the project. This eliminates the time period where the coordinator receives notification of the declined date and must reschedule a new date manually, causing a time delay in obtaining a different plan review schedule date. Customers should be aware that if they decline a date, they may not be able to reschedule that date if a more suitable date is not available. 2. The second upgrade deals with tentatively scheduled review dates. The system upgrade will now automatically cancel a tentatively scheduled review date if the customer does not accept or decline within 48 hours. There has always been a 48 hour deadline for accepting a tentatively scheduled date, however, beginning Monday, February 14, 2011, if no action is taken, the appointment will be cancelled and the customer will need to enter a new plans ready on date into the Electronic Plans Management system in order for the project to receive a new tentatively scheduled date. Once the date has been cancelled, it may not be able to be recovered. The project will be scheduled into the next available date, based on the new plans ready on date entered by the customer. Mecklenburg County Code Enforcement believes these upgrades will be beneficial to both industry and internal staff. Please do not hesitate to contact the department with any questions you may

Tool Box

- [Submit Building Construction Plan Application](#)
- [Submit County Land Development Application](#)
- [Manage Your Account](#)
- [Change My Password](#)
- [FAQ](#)

From the home screen,
select Submit Building Construction Plan Application.

Submitting a Revision to Approved Plans Application (RTAP)



Mecklenburg County, NC
Code Enforcement

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Electronic Plan Management

[Dashboard](#)


Download Application Form

To download the fillable PDF form, just click on a link below. We recommend that you use Adobe Acrobat Reader 9.0 or higher to open the form. You can type data into the form and save it on your computer. Once you have completed the application form and know when your plans will be ready, you can submit it.

Form	Version	Description	Size
Building Drawings			
OnSchedule.pdf	1.0 (09/24/2010)	Use this form if you are submitting an OnSchedule, Express, Mega or Charlotte Mecklenburg School Project.	702 KB
Preliminary.pdf	1.0 (09/24/2010)	Use this form if you are submitting a request for a preliminary meeting.	605 KB
RTAP.pdf	1.0 (09/24/2010)	Use this form if you are submitting a revision to an approved plan.	601 KB

Submit Application Form

Application Form:



[Legal Notices](#) | [Privacy Notice](#)

On the Download Application Form page, select RTAP.pdf.

Submitting a Revision to Approved Plans Application (RTAP)

A screenshot of the Mecklenburg County Code Enforcement RTAP (Revision to Approved Plan) Application Form. The form has a white background with a blue header bar. On the left side of the header is the Mecklenburg County seal. To the right of the seal, the text "Mecklenburg County Code Enforcement" is displayed in black, and "RTAP (Revision to Approved Plan) Application Form" is displayed in blue. Below the header, there is a grey box labeled "Project # :". A thick blue horizontal bar separates the header from the main content area. The main content area has a white background. It starts with a section titled "Terms and Conditions" in blue, followed by a horizontal line. Below the line is a section titled "Owner or Owner Representative Declaration:" in bold. The declaration text reads: "I hereby agree that all information in this application will be presented as truthfully as possible, and that LUESA Code Enforcement will be notified of any changes for the project submitted herein. Failure to notify may cause this plan review to be null and void. Furthermore, failure to accurately describe work can lead to delay in review or expulsion from review." At the bottom of the form, there are two radio button options: "I Accept the Terms and Conditions" and "I do not Accept the Terms and Conditions". The footer of the form contains the text "Mecklenburg County RTAP Application Form version 1.0" on the left and "Page 1 of 1" on the right.

The RTAP form will open.

☐ I Accept the Terms and Conditions ☐ I do not Accept the Terms and Conditions

At the bottom of the first page, after you have read the terms and conditions, select I Accept or I do not Accept.

Submitting a Revision to Approved Plans Application (RTAP)



* Indicates required fields

<p>* Property Type</p> <p><input type="radio"/> 1/2 family, 3.5 story or greater</p> <p><input type="radio"/> Townhouse, land for sale, 3.5 story or greater</p> <p><input type="radio"/> Condominiums or apartments</p> <p><input type="radio"/> Commercial</p>	<p>* Code Summary</p> <p><input type="radio"/> 2009 NC Building Code</p> <p><input type="radio"/> 2009 NC Building Code Chapter 34</p> <p><input type="radio"/> 2009 NC Rehabilitation Code</p>
---	--

Project Summary

* Project Name:

* Original Project Number:

* Date drawings will be ready for review:

* Who will pay for the revision to approved plans (RTAP)? ☐ Owner/Architect ☐ General Contractor

Complete the sections as applicable to your project.

Please remember, the project name given here should match the original project name.

Submitting a Revision to Approved Plans Application (RTAP)



Project Cost

Note: Complete this section only when the changes to the project increases the cost of the original construction. If the changes do not increase the cost of the original construction, place zeros in this section.

* Estimated Cost of Construction:

* Estimated Cost of Equipment:

Equipment Cost: The cost of equipment includes the purchase price, assembly, installation of components, and all other costs associated with making the item ready for operation. Please complete this section when the project includes large, expensive equipment, such as industrial equipment and medical equipment. Otherwise, please include all typical equipment costs in the Cost of Construction.

Total Cost

Total Cost: The total cost will be used when calculating the permit fee. The system will add the Cost of Construction and the Cost of Equipment and populate this field.

* How will submittal fees for this project be paid?: ☒ Check/Credit Card ☐ Letter of Authorization **Note:** Fees must be received prior to the submittal deadline for the scheduled plan review.

Project Cost: Complete this section only when the changes to the project increases the cost of the original construction.
If the cost is increased then a permit application will be required.
Please include this completed application in your submittal.

If the changes do not increase the cost of the original construction, place zeros in this section.

Submitting a Revision to Approved Plans Application (RTAP)



Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.

Project Address

Note: You need a permanent or temporary project address in order to proceed. If you do not have an address, go to www.meckpermit.com, click on Tools for Architects and Engineers and then click on Address Verification for instructions to get a temporary address.

* Number: Dir Pre: * Street: Roadway Type: Unit: * City:

RTAP Scope Details

What are the specific changes that are being made? If this RTAP increases the cost of the project or is adding new work to the original permit, please include the cost of the new work below:

Enter the address of the original project.

In the RTAP Scope details, please list the **specific changes** being made. ***The better the scope of work provided, the easier it is for staff to determine an appropriate amount of time needed to perform the review.***

Submitting a Revision to Approved Plans Application (RTAP)



Project Manager

Who is the Project Manager for this project?

* First Name:

* Last Name:

* Phone #:

* Email:

Media Type

* How will the plans be submitted? ☒ Upload to EPM ☐ CD / DVD

Enter the project manager information.

Enter the Media Type.

Submitting a Revision to Approved Plans Application (RTAP)

A screenshot of the Adobe Acrobat Pro interface. The "File" menu is open, showing options like Open, Save, Save As, and Export. The "Save As" option is highlighted. The main window displays a form titled "RTAP[1].pdf". The form has a header section with "Manager" and "the Project Manager for this project". Below this, there are two input fields: "* First Name:" with the value "Chester" and "* Phone #:" with the value "7043334444".

RTAP[1].pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Open... Organize Create PDF Portfolio Modify PDF Portfolio

Create PDF Create PDF Template Create PDF Template

Save Save As... Save as Copy... Save as Certified Document... Export Attach to Email... Recent Close Properties... Print Setup... Print... History

1 C:\Documents and Settings\... \RTAP[1].pdf
2 C:\Documents and Settings\... \PDF[2].pdf
3 C:\Documents and Settings\... \PDF[3].pdf
4 C:\Documents and Settings\... \PDF[4].pdf
5 C:\... \onSchedule[1].pdf

Manager

the Project Manager for this project

* First Name: Chester

* Phone #: 7043334444

A screenshot of the "Save As" dialog box in Adobe Acrobat Pro. The "Save in:" dropdown menu is set to "EPM Forms". The left sidebar shows the "My Recent Documents" folder selected. The "File name:" field contains "Hot Dog Heaven RTAP.pdf" and the "Save as type:" dropdown is set to "Adobe PDF Files (*.pdf)". The "Save" and "Cancel" buttons are at the bottom right.

Save As

Save in: EPM Forms

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

File name: Hot Dog Heaven RTAP.pdf

Save as type: Adobe PDF Files (*.pdf)

Save Cancel

Once the information is complete, save the form in a convenient location with a file name that will be easy to identify.

PLEASE NOTE: You can stop and save the form at any time. It is not necessary to complete the form before saving. You may come back to it with additional information.

Submitting a Revision to Approved Plans Application (RTAP)



download Application Forms - Windows Internet Explorer

http://epmtest.mecklenburgcountync.gov/intpdf/AppForms.aspx

Mecklenburg County, NC
CodeEnforcement

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Electronic Plan Management

Download Application Form [Dashboard](#)

To download the fillable PDF form, just click on a link below. We recommend that you use Adobe Acrobat Reader 9.0 or higher to open the form. You can type data into the form and save it on your computer. Once you have completed the application form and know when your plans will be ready, you can submit it.

Form	Version	Description	Size
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RTAP.pdf	1.0 (09/24/2010)	Use this form if you are submitting a revision to an approved plan.	601 KB

Submit Application Form

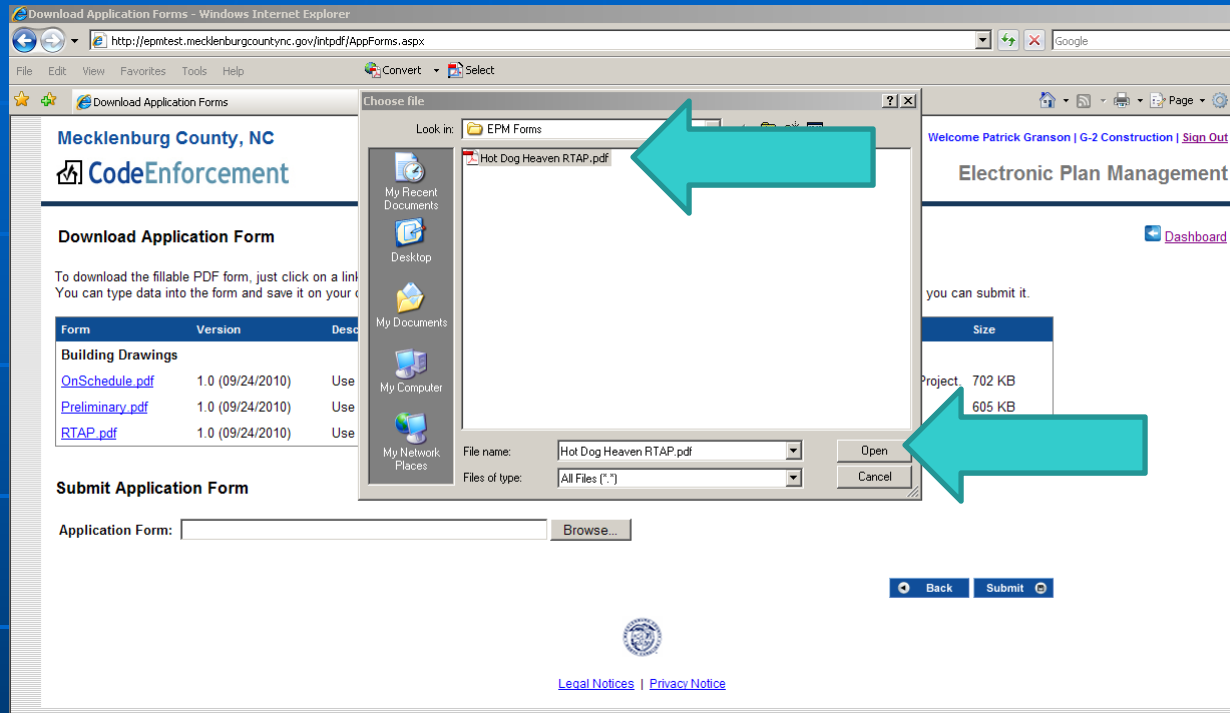
Application Form:

[Legal Notices](#) | [Privacy Notice](#)

Once the form is complete and you are ready to submit the project, go to the Download Application Form page

Click on Browse... to upload your saved pdf.

Submitting a Revision to Approved Plans Application (RTAP)



When you click on Browse, the Choose File window will open, go to the directory where you saved the file, select the file and select Open.

Submitting a Revision to Approved Plans Application (RTAP)



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Code Enforcement Electronic Plan Management

Download Application Form [Dashboard](#)

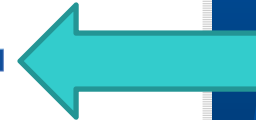
To download the fillable PDF form, just click on a link below. We recommend that you use Adobe Acrobat Reader 9.0 or higher to open the form. You can type data into the form and save it on your computer. Once you have completed the application form and know when your plans will be ready, you can submit it.

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Submit Application Form

Application Form:


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The file will be placed in the Application Form area.
If this is the correct form, select Submit.

Submitting a Revision to Approved Plans Uploading Drawings (RTAP)



 **Mecklenburg County, NC**
Electronic Plan Management

Upload Drawings and Submit Package

Application Package

Uploaded Application Form : [Sample RTAP.pdf](#) [Delete & Resubmit](#)

Are you submitting your drawings and project documents along with the application form or at a later time?

☒ Along with the application Form

☐ Later time

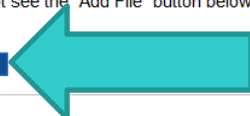
Drawing Files and Sheet Index

Select your project files clicking on the "Add File" button. You can select multiple files at a time by holding down the CTRL key and clicking on the file. Once you have selected the files, click on the Open button to start uploading the files to the server.


Note: Only PDF files can be uploaded and the size of any PDF file has to be less than 40 MB.

Sheet Index is required for all OnSchedule and RTAP projects. You can download the sheet index template from [here](#).

If you do not see the "Add File" button below, you may need to install the latest version of [Adobe Flash Player](#) and then refresh this page again.

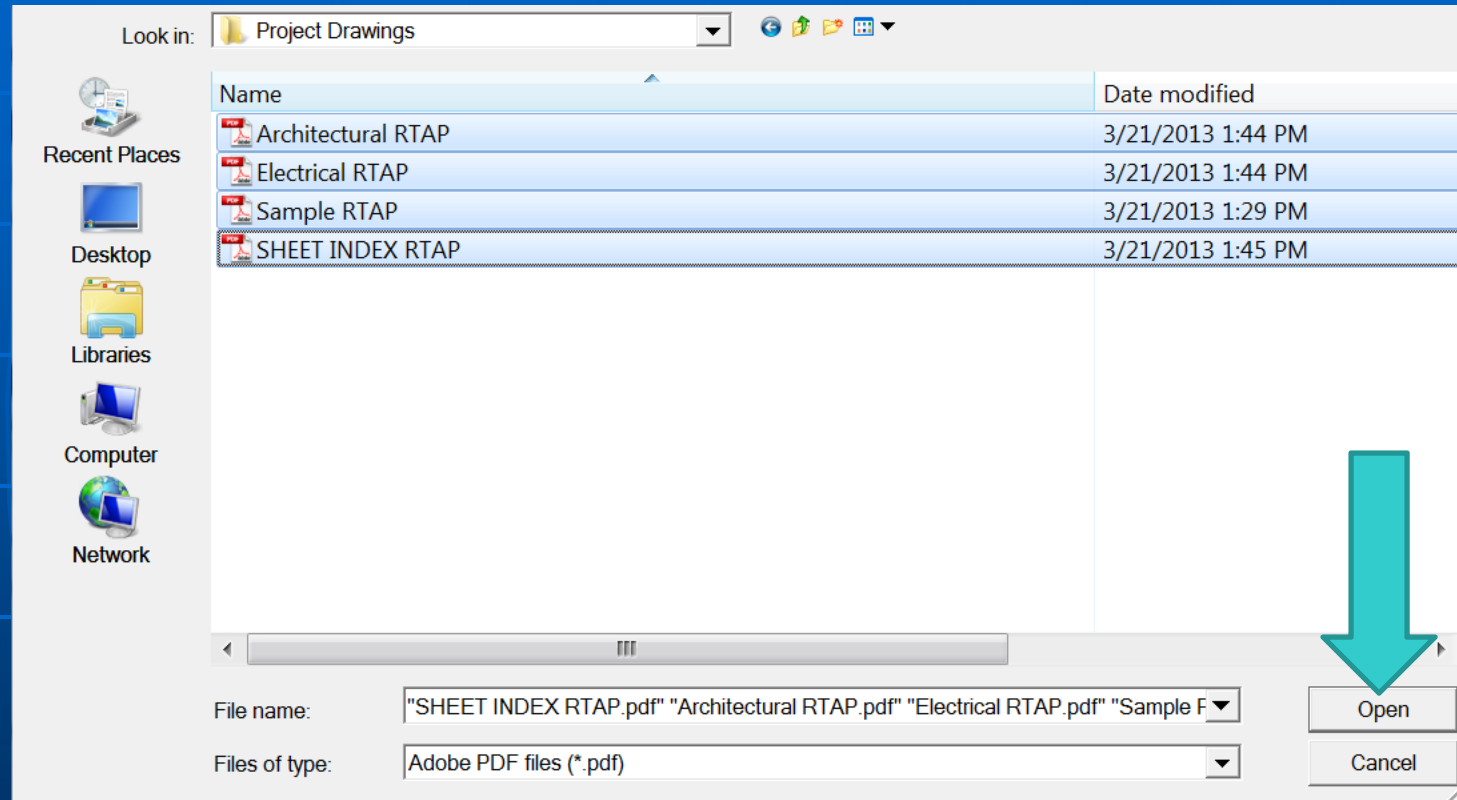
Add File 

After you have finished uploading your project files click the "Submit" button.

Submit 

If you select "along with the application Form", you will add files to the submittal by clicking on Add File.

Submitting a Revision to Approved Plans Uploading Drawings (RTAP)



Navigate to the project files, select all relevant files and click Open.

Note that a Sheet Index is required when the documents are uploaded.

Submitting a Revision to Approved Plans Uploading Drawings (RTAP)

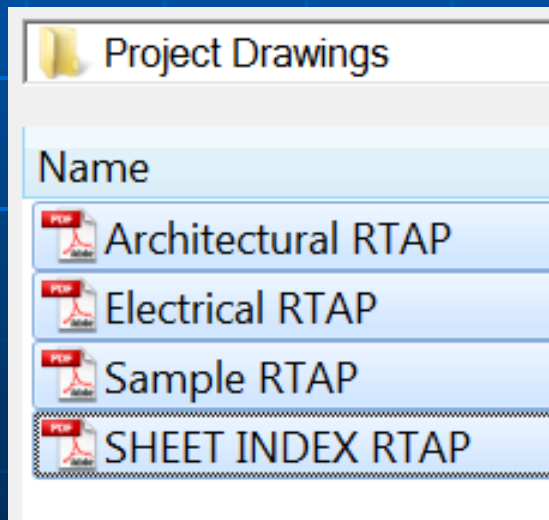


SPECIAL NOTE

Only the revised sheets from the original drawings need to be uploaded and listed on the Sheet Index with appropriate dates and revision numbers



If the original approved plans were:

- Paper plans – provide a paper copy along with the submittal or scan the original paper copy and upload as reference plans
- Electronic from the old system (pre Feb 1, 2012)
Upload the original plans as reference plans
- Electronic in the new system (post Feb 1, 2012)
No reference plans are necessary to be uploaded, but will be accessed internally by our staff.



Submitting a Revision to Approved Plans Uploading Drawings (RTAP)



**Mecklenburg County, NC**
Electronic Plan Management

Upload Drawings and Submit Package

Application Package

Uploaded Application Form : [OnSchedule.pdf](#) [Delete & Resubmit](#)

Are you submitting your drawings and project documents along with the application form or at a later time?

☒ Along with the application Form

☐ Later time

Drawing Files and Sheet Index

Select your project files clicking on the "Add File" button. You can select multiple files at a time by holding down the CTRL key and clicking on the file.


Once you have selected the files, click on the Open button to start uploading the files to the server.

Note: Only PDF files can be uploaded and the size of any PDF file has to be less than 100 Mb.


Sheet Index is required for all OnSchedule and RTAP projects

If you do not see the "Add File" icon, you may need to install Adobe Flash.

File Type	File Name	File Size
SheetIndex	SheetIndex_v2.0.pdf	190 KB ✕
ProjectFile	Architectural.pdf	3 MB ✕
ProjectFile	Backflow Service Application.pdf	75 KB ✕
ProjectFile	Civil.pdf	7 MB ✕
ProjectFile	Electrical.pdf	1 MB ✕
ProjectFile	Gatekeeper Checklist- Signed.pdf	1 MB ✕
ProjectFile	Letter of Authorization.pdf	25 KB ✕
ProjectFile	Permit Application.pdf	2 MB ✕
ProjectFile	Plumbing-Mechanical.pdf	785 KB ✕
ProjectFile	Structural.pdf	3 MB ✕
ProjectFile	Toast Menu.pdf	187 KB ✕

[Add File](#) 

After you have finished uploading your project files click the "Submit" button.

[Submit](#) 

The files to be submitted will be listed.

Click Submit.



Submitting a Revision to Approved Plans Application (RTAP)



Mecklenburg County, NC Welcome Patrick Granson | G-2 Construction | [Sign Out](#)

Code Enforcement Electronic Plan Management

Project Details [Dashboard](#)

Project Name: Hot Dog Heaven (#315264)
Original Project Name: Hot Dog Heaven (Project # 297888)
Address: 700 N TRYON ST CHARLOTTE
Review Type: Revision to Approved Plan; Commercial; 2009 NC Bldg Code

Tool Box

- [History](#)
- [Graphical View](#)
- [Request Application Edit](#)
- [Change Project Manager](#)
- [Cancel Project](#)
- [Plans Ready On](#)
- Accept / Reject Review Date
- Cancel Review
- [List of Fees Due](#)

Application received. Project # is 315264.

History

Action	Performed By	Performed On	Details	Report
Submit Application	Patrick Granson	Dec 22, 2010 @ 11:45 AM		Application
Project Linked	SYSTEM	Dec 22, 2010 @ 11:45 AM		
Assign Project Coordinator	SYSTEM	Dec 22, 2010 @ 11:45 AM		

When the application is received, it will be assigned a project number.

At this point, Mecklenburg County staff will estimate the project for review and schedule the project for review.

Submitting a Revision to Approved Plans Application (RTAP)



Mecklenburg County, NC
CodeEnforcement

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Electronic Plan Management

Project Details

Project Name: Hot Dog Heaven (R315264)
Original Project Name: Hot Dog Heaven (Project # 297888)
Address: 700 N TRYON ST CHARLOTTE
Review Type: Revision to Approved Plan, Commercial, 2009 NC Bldg Code

Tool Box

- [History](#)
- [Graphical View](#)
- [Request Application Edit](#)
- [Change Project Manager](#)
- [Cancel Project](#)
- [Plans Ready On](#)
- [Accept / Reject Review Date](#)
- [Cancel Review](#)
- [List of Fees Due](#)

History

Action	Performed By	Performed On	Details	Report
Submit Application	Patrick Granson	Dec 22, 2010 @ 11:45 AM		Application
Project Linked	SYSTEM	Dec 22, 2010 @ 11:45 AM		
Assign Project Coordinator	SYSTEM	Dec 22, 2010 @ 11:45 AM		
	Melanie Sellers	Dec 22, 2010 @ 11:49 AM		
	Melanie Sellers	Dec 22, 2010 @ 11:49 AM		
	Melanie Sellers	Dec 22, 2010 @ 11:49 AM		
Plumbing Estimation Completed	Melanie Sellers	Dec 22, 2010 @ 11:49 AM		
Plumbing Estimation Not Required	Melanie Sellers	Dec 22, 2010 @ 11:49 AM		
Zoning Estimation Not Required	Melanie Sellers	Dec 22, 2010 @ 11:49 AM		
Fire Estimation Not Required	Melanie Sellers	Dec 22, 2010 @ 11:49 AM		
Back Flow Estimation Not Required	Melanie Sellers	Dec 22, 2010 @ 11:50 AM		
Health Estimation Not Required	Melanie Sellers	Dec 22, 2010 @ 11:50 AM		
All Estimation Done	SYSTEM	Dec 22, 2010 @ 11:50 AM		
Schedule Review Tentative	Melanie Sellers	Dec 22, 2010 @ 11:50 AM		Schedule PDF

Once the project has been scheduled, please review the Schedule PDF and if the date is ok, accept the date. The drawing package will be assessed to ensure it is formatted and packaged correctly. Once the package is assessed and the fees have been paid (if applicable), the information will be processed and plan review will begin. It is necessary for both the drawing package and fees be submitted and processed prior to the submittal deadline found on the Schedule pdf. If the package is missing information, you will be notified through the dashboard so additional information may be submitted.

Submitting a Revision to Approved Plans Application (RTAP)



Mecklenburg County, NC
Electronic Plan Management

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Project Details

Project Name: Designer Example (#322457)
Address: 700 N TRYON ST CHARLOTTE
Review Type: OnSchedule review: Commercial, 2009 NC Bldg Code
Team Score: Superior
Project Status: Waiting for Package Submission

Tool Box

- [History](#)
- [Graphical View](#)
- [View Notes](#)
- [Submitted Files](#)
- [Finish Submitting Package](#)
- [Resubmit Package](#)
- [Request Application Edit](#)
- [Submit Interactive Review Files](#)
- [Change Project Manager](#)
- [Plans Ready On](#)
- [Self Schedule](#)
- [Accept / Reject Review Data](#)
- [Cancel Review](#)
- [Cancel Project](#)
- [Performance Scores](#)
- [Review Results](#)
- [List of Fees](#)
- [List of Meetings](#)

Review Status

Assessment Cycle: 2

No appointments have been scheduled yet.

	Performed By	Performed On	Details	Report
Application submitted	Grady Smith	Jan 23, 2012 @ 03:37 PM		Application
Package Submitted	Grady Smith	Jan 23, 2012 @ 03:37 PM		
Sheet Index Uploaded	Grady Smith	Jan 23, 2012 @ 03:37 PM		
Plan Review Fee Added	Passer	Jan 23, 2012 @ 03:38 PM		
Project Coordinator Assigned	Andy Scaggs	Jan 23, 2012 @ 03:42 PM		
Building Estimation Completed	Andy Scaggs	Jan 23, 2012 @ 03:42 PM		
Electrical Estimation Completed	Andy Scaggs	Jan 23, 2012 @ 03:42 PM		
Mechanical Estimation Completed	Andy Scaggs	Jan 23, 2012 @ 03:42 PM		
Plumbing Estimation Completed	Andy Scaggs	Jan 23, 2012 @ 03:42 PM		
Zoning Estimation Not Required	Andy Scaggs	Jan 23, 2012 @ 03:42 PM		
Fire Estimation Completed	Andy Scaggs	Jan 23, 2012 @ 03:42 PM		
Back Flow Estimation Not Required	Andy Scaggs	Jan 23, 2012 @ 03:42 PM		
Food Service Estimation Not Required	Andy Scaggs	Jan 23, 2012 @ 03:42 PM		
Public Pool Estimation Not Required	Andy Scaggs	Jan 23, 2012 @ 03:42 PM		
EH&S Facility / Lodging Estimation Not Required	Andy Scaggs	Jan 23, 2012 @ 03:42 PM		
Commercial Day Care Estimation Not Required	Andy Scaggs	Jan 23, 2012 @ 03:42 PM		
All Estimations Completed	SYSTEM	Jan 23, 2012 @ 03:42 PM		
Appointments Created (Auto)	Andy Scaggs	Jan 23, 2012 @ 03:44 PM		
Review Tentatively Scheduled	Andy Scaggs	Jan 23, 2012 @ 03:44 PM		Schedule PDF

You can upload your drawings at a later date by clicking on Finish Submitting Package.

Submitting a Revision to Approved Plans Application (RTAP)



Drawing Files and Sheet Index

Select your project files clicking on the "Add File" button. You can select multiple files at a time by holding down the CTRL key and clicking on the file.

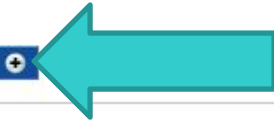
Once you have selected the files, click on the Open button to start uploading the files to the server.

Note: Only PDF files can be uploaded and the size of any PDF file has to be less than 100 Mb.

Sheet Index is required for all OnSchedule and RTAP projects

If you do not see the "Add File" icon, you may need to install Adobe Flash.

Add File



After you have finished uploading your project files click the "Submit" button.

Submit

To add files to the submittal click Add File.
Proceed as previously described in slide # 16

Submitting a Revision to Approved Plans (RTAP) Application & Uploading Drawings



Thank you for using this training demonstration.
If you have additional questions, please contact:

OnSchedule Coordinators 704-336-3837 x 1